

## Instructions for using Tandberg Audio Video equipment in Conference Room

The conference room is equipped with the following:

- Dell Optiplex 745 Computer and LCD monitor
- Mobile cart also has hookup for a laptop computer (VGA and Audio speaker cable on top)
- Panasonic Projector (remote control is in the mobile cart drawer)
- Tandberg Hi-Def camera (remote control is in the mobile cart drawer)
- Two microphones on the table tops
- Speakers in the ceiling
- Polycom SoundStation2 Phone

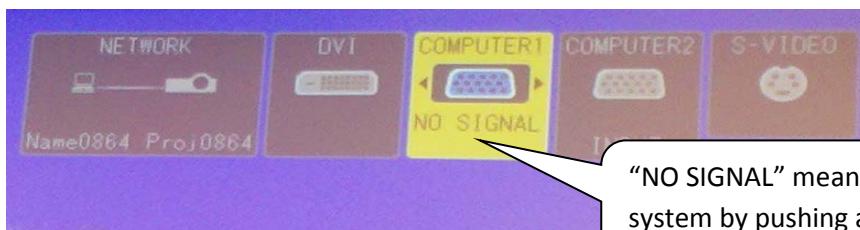


To use the Dell Optiplex 745:

- Push the power button on the LCD display on top of the mobile cart (to make sure the screen has power)
- Push the power button on the front of the Dell Optiplex 745 computer.
- Log into the computer using your IU User name, and Password.

To use the Panasonic Projector:

- Acquire the Panasonic, and Tandberg remotes from the mobile cart drawer.
- Aim the Panasonic remote at the projector, and push the red power on button.
- On the screen you will see a connection menu...use the arrow keys, and the center button of the arrow keys to select COMPUTER 1. All the other selections have no effect. If it says "NO SIGNAL", push any button on the Tandberg remote to wake it up the Tandberg. The "NO SIGNAL" message should change to "XGA". Press the center button of the arrow keys on the Panasonic remote to select COMPUTER1.



"NO SIGNAL" means you need to wake up the Tandberg system by pushing a button, or shaking the Tandberg remote.

**You should now see your computer screen on the large projector screen.**

## To use the Tandberg Hi-Def Camera system remote:

- Acquire the Tandberg remote control from the mobile cart drawer if you haven't already done so.
- **To Display Menu** - To make the menu Appear or Disappear press the **Cancel** button.
- **To Display Computer** – To display the computer on the projection screen, press the blue **Presentation** button. To switch back to video, press the blue **Presentation** button once more.
- **To Turn Microphone Off/On** – to mute your microphones, press the Yellow **Mic Off** button. To turn the microphones back on press the **Mic Off** button once more.
- **To Make a call** – press the Phonebook button; Navigate the directory list with the Arrow Down button; press the green **Call** button.
- **To Hang Up Call / Turn Off Room** – Press the red **Hang Up** button (once for hangup, twice for "system standby").



**Turn the Microphone On or Off:**

1. Press the yellow **Mic Off** button.

**Display Your Computer:**

1. Plug the laptop interface cable into your computer.
2. Press the blue **Presentation** button.

Note: The remote site(s) will also see your computer.  
(Only one site can present their computer in a conference at a time.)

*Remember: press blue button again when finished.*

**Make the Menu Appear or Disappear:**

1. Press the **Cancel** button.

**Make a Call:**

1. Press the **Phonebook** button.
2. Navigate the directory list with the "Arrow Down" button: ↴
3. Press the green **Call** button.

TIP: Quickly browse the directory list by pressing letter keys like on a cell phone, e.g. press the number "6" to jump to entries that start with the letter "M".

**Hang Up Call / Turn Off Room:**

1. Press the red **Hangup** button (once for hangup, twice for "system standby").

**Video Help Desk: 812-856-2020**

## WALK THRU – Using the Computer on the projection screen

If you are using the Desktop computer :

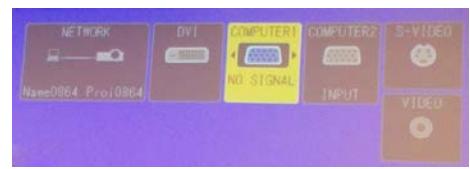
- Power on the LCD Monitor, and the Dell Desktop computer.
- Log onto the system using your IU Login account & password.

If you are using a Laptop computer:

- Cable the video connector, and speaker cable to your laptop.
- Power on your Laptop, and direct it to use external video (refer to your laptop user manual if you are not sure how to do this).

Next:

- Acquire the Panasonic, and Tandberg remotes from the mobile cart drawer.
- Push any button on the Tandberg remote to wake up the system.
- Aim the Panasonic remote at the Panasonic projector overhead, and push the Red power button to power it on.
- Select **COMPUTER1** as the input for the Panasonic projector using the Panasonic remote (*if COMPUTER1 says "NO SIGNAL", you need to wake up the Tandberg by shaking the Tandberg remote, or pushing a button on the Tandberg remote...COMPUTER1 should say "XGA"*). This step may happen automatically if the Panasonic detects the signal from the Tandberg.
- Press the **Blue Presentation button** on the Tandberg remote to display computer screen. Press it once more to turn off computer projection display (toggles on/off).



Shutting down the system:

- Press the **Blue Presentation button** on the Tandberg remote to switch from the computer display to the Tandberg video room display.
- Press the Red **Hangup** button on the Tandberg remote twice for “system standby”.
- Aim the Panasonic remote at the Panasonic projector, and push the Red **O/I** button twice to power the projector down.
- Log off, and shut down the computer.
- Power off the computer LCD display.
- Put remotes back in the PC Cart drawer.



## WALK THRU – Point to Point Video Conference with Copy Bird

If you are using the Desktop computer :

- Power on the LCD Monitor, and the Dell Desktop computer.
- Log onto the system using your IU Login account & password.



If you are using a Laptop computer:

- Cable the video connector, and speaker cable to your laptop.
- Power on your Laptop, and direct it to use external video (refer to your laptop user manual if you are not sure how to do this).

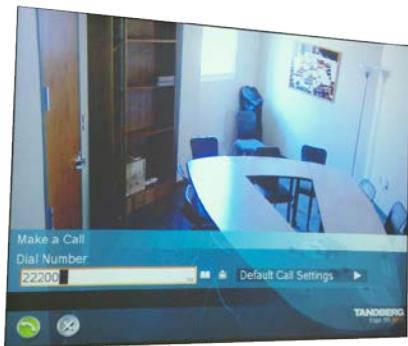
Next:

- Acquire the Panasonic, and Tandberg remotes from the mobile cart drawer.
- Push any button on the Tandberg remote to wake up the system.
- Aim the Panasonic remote at the Panasonic projector overhead, and push the Red power button to power it on.
- Select **COMPUTER1** as the input for the Panasonic projector using the Panasonic remote (*if COMPUTER1 says "NO SIGNAL", you need to wake up the Tandberg by shaking the Tandberg remote, or pushing a button on the Tandberg*



*remote...COMPUTER1 should say "XGA"). This step should happen automatically if the Panasonic detects the signal from the Tandberg.*

- Press the **Call** button on the Tandberg remote.
- Arrow up to the phone number text box, and key in **22200** (Copy Bird's number)
- Press the **Call** button to initiate the phone call.



You should now be connected to Copy Bird...he will repeat what he hears if you would like to test out the microphones, and speakers.

- Press the **Self View** button to change the view.
- Press **Self View** button again to change the view back again.
- Play with the **Layout** button to change the screen layout.
- Press the **Presentation** button to display the computer display.
- Press the **Presentation** button to toggle back to video view.
- Press the **Mic Off** button to mute your microphones, and test that out.
- Press the **Mic Off** button to toggle the mute back off.





(Self View Example)

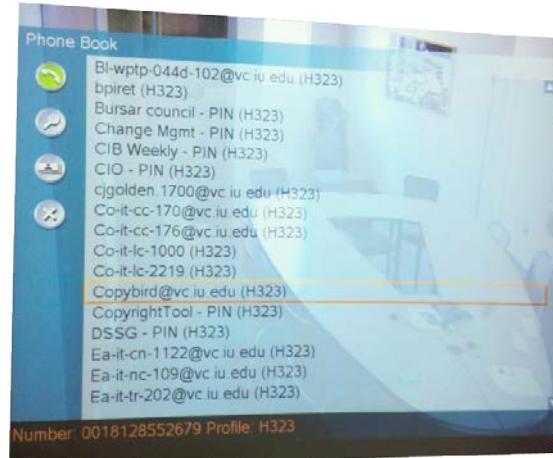
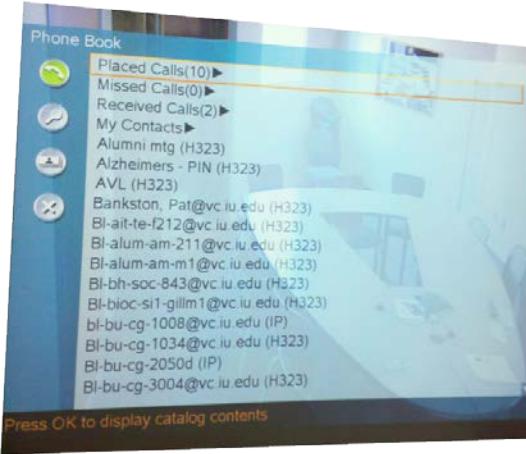


(Layout practice example)

- Talk to Copy Bird, and adjust your **speaker volume** with the Tandberg remote.
- Press the **Hang up** button twice to end the session.

Let's call Copy Bird again, but this time **using the Phone Directory**.

- Press the Phone Book button (black button with a white open book between the green, and the red buttons). You should now see the phone directory on the screen.



- Arrow down using the arrow keys on the Tandberg remote, and highlight [Copybird@vc.iu.edu](mailto:Copybird@vc.iu.edu)
- Press the Green Call Button on the Tandberg remote to call CopyBird.
- Press the Presentation button to display your computer on the projection screen.
- Press the Red Hang up button twice.



(Presentation view using Layout Button)



(Pressing the Self View button)



(Session won't end close Presentation)

**Note: Notice the session will not close while your computer is displayed on the projection screen.  
Press the Presentation button to toggle back to Video View, then click the red Hang Up button twice.**

## WALK THRU – Video Conference using an ADHOC Video Bridge

If you are using the Desktop computer :

- Power on the LCD Monitor, and the Dell Desktop computer.
- Log onto the system using your IU Login account & password.

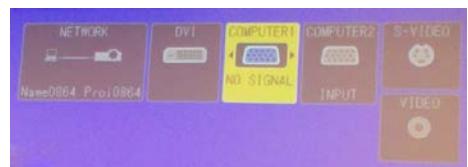


If you are using a Laptop computer:

- Cable the video connector, and speaker cable to your laptop.
- Power on your Laptop, and direct it to use external video (refer to your laptop user manual if you are not sure how to do this).

Next:

- Acquire the Panasonic, and Tandberg remotes from the mobile cart drawer.
- Push any button on the Tandberg remote to wake up the system.
- Aim the Panasonic remote at the Panasonic projector overhead, and push the Red power button to power it on.
- Select **COMPUTER1** as the input for the Panasonic projector using the Panasonic remote (*if COMPUTER1 says "NO SIGNAL", you need to wake up the Tandberg by shaking the Tandberg remote, or pushing a button on the Tandberg*



*remote...COMPUTER1 should say "XGA"). This step should happen automatically if the Panasonic detects the signal from the Tandberg.*

- Press the **Call** button on the Tandberg remote.
- Arrow up to the phone number text box, and key in **22** and make up a 4 or 5 digit number for your ADHOC Video Bridge (example: "223126")
- Press the **Call** button to initiate the phone call.
- You will be prompted for a Security PIN number. If you would like to use one, key in the number followed by the # key. If you choose not to use a PIN just wait a few seconds, and the Video Bridge Conference will be established.



**There are 3 ways that someone can join in on the Video Conference:**

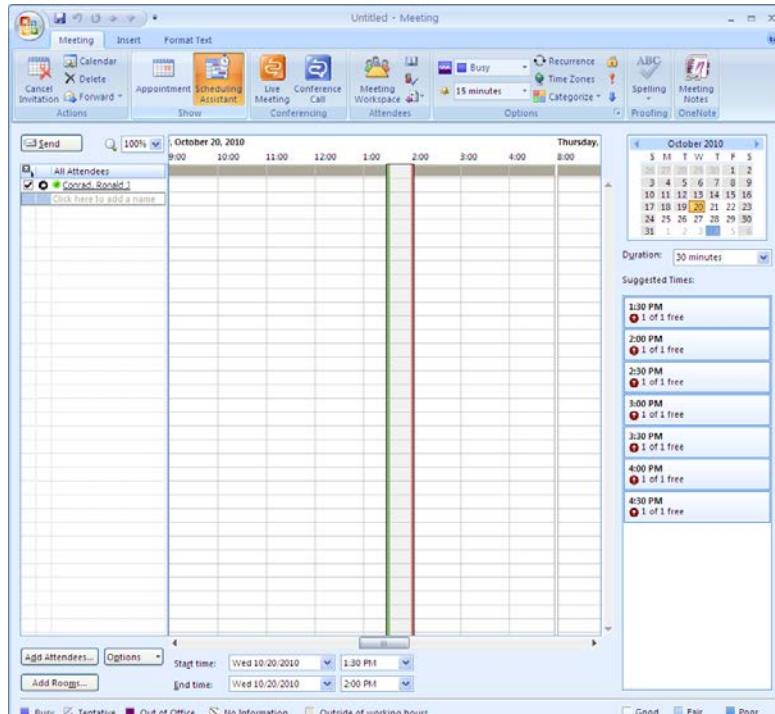
1. From another H323 (protocol Tandberg system uses) equipped room they would call the Video Bridge number you set up (*in this example we are using "223126"*) followed by PIN and # (*if using a PIN*).
2. From a PC using Office Communicator (*in this example they would connect to [3126@vc.iu.edu](mailto:3126@vc.iu.edu), right click, and select "Start a video call"*).
3. From a telephone (by dialing **812-856-7060**, then entering the Video Bridge number (*in this example we are using "223126"*) followed by PIN and # (*if using a PIN*)).



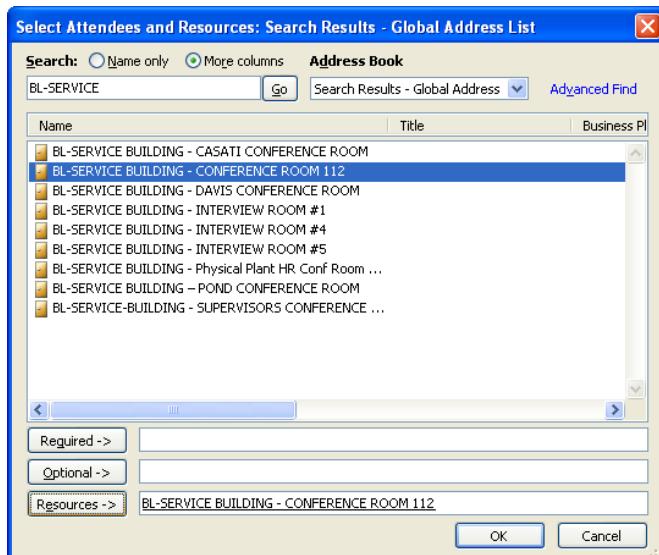
## Scheduling a Video Bridge

**Note:** A Video Bridge scheduled as a resource **CANNOT** be secured with a PIN #. If you require a secure meeting please use an ADHOC Video Bridge with a PIN # and inform the participants when you make a Meeting Request what numbers you will be using.

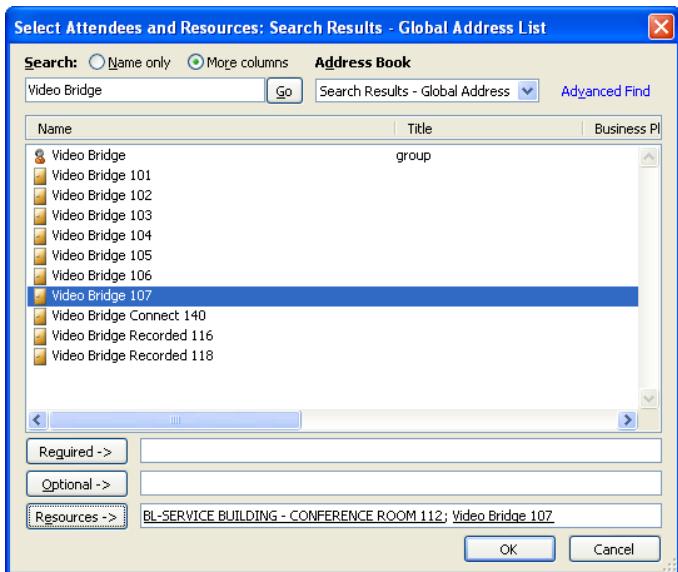
- Open Outlook and click the arrow to the right of “New”
- Select “Meeting Request”



- Click “Add Attendees”



- Type “BL-SERVICE” and click “GO”
- Select CONFERENCE ROOM 112
- Click “Resources” to add the room



- In the search field key in “Video Bridge”
- Click “GO”
- Select a Video Bridge from the list
- Click “Resources”
- Add additional Attendees
- Click “OK”

*At this point the Scheduling assistant will display when the resources, and attendees are available. Adjust the schedule accordingly then click the “Appointment” button to add additional meeting details.*

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Suggested Times:**

- 1:30 PM  
1 of 1 free  
2 rooms - BL-SERVICE BUILD...
- 2:00 PM  
1 of 1 free  
2 rooms - BL-SERVICE BUILD...
- 2:30 PM  
1 of 1 free  
2 rooms - BL-SERVICE BUILD...
- 3:00 PM  
1 of 1 free  
1 room - BL-SERVICE BUILD...
- 3:30 PM  
1 of 1 free  
1 room - BL-SERVICE BUILD...
- 4:00 PM  
1 of 1 free  
2 rooms - BL-SERVICE BUILD...
- 4:30 PM  
1 of 1 free  
2 rooms - BL-SERVICE BUILD...

In the example shown below, I've added connection instructions for the various ways of joining this Video Bridge Conference. Notice the three different ways listed below. In this example we used Video Bridge 107 as a resource.

- Click Send to finish the appointment.
- If there are scheduling conflicts for either the Video Bridge, or the Conference room, you will be notified by email.

Video Training in Conference Room 112 - Meeting

Meeting Insert Format Text

Actions Calendar Delete Appointment Scheduling Assistant Show Live Meeting Call Conferencing Meeting Workspace Attendees Options Recurrence Time Zones ABC Spelling Proofing Meeting Notes OneNote

Invitations have not been sent for this meeting.

To... BL-SERVICE BUILDING - CONFERENCE ROOM 112; Video Bridge 107  
Subject: Video Training in Conference Room 112  
Location: BL-SERVICE BUILDING - CONFERENCE ROOM 112; Video Bridge 107  
Start time: Wed 10/20/2010 4:30 PM All day event  
End time: Wed 10/20/2010 5:00 PM

Rooms...

I will be doing some Video Training today in conference room 112.

We will be using Video Bridge 107 for the Video Conference

If you are joining the conference via Office Communicator:

- Key in 22107@vc.iu.edu in the address line.
- Right Click and select "Start a Video Call!"

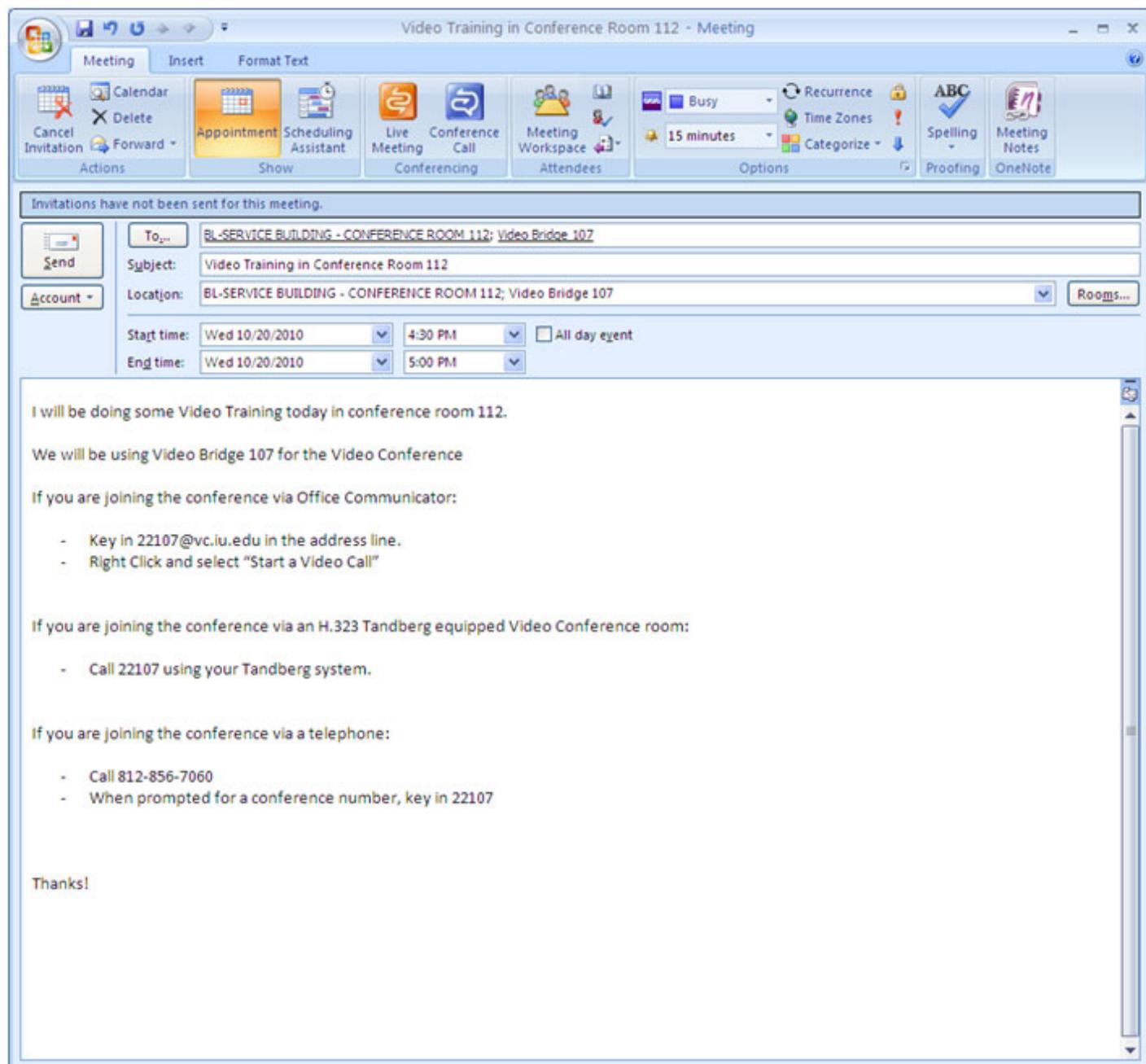
If you are joining the conference via an H.323 Tandberg equipped Video Conference room:

- Call 22107 using your Tandberg system.

If you are joining the conference via a telephone:

- Call 812-856-7060
- When prompted for a conference number, key in 22107

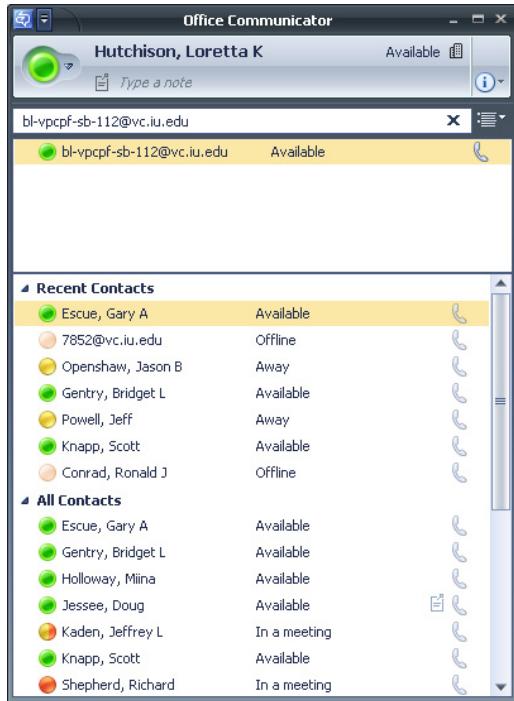
Thanks!



## Office Communicator

Point to Point (without a Video Bridge)

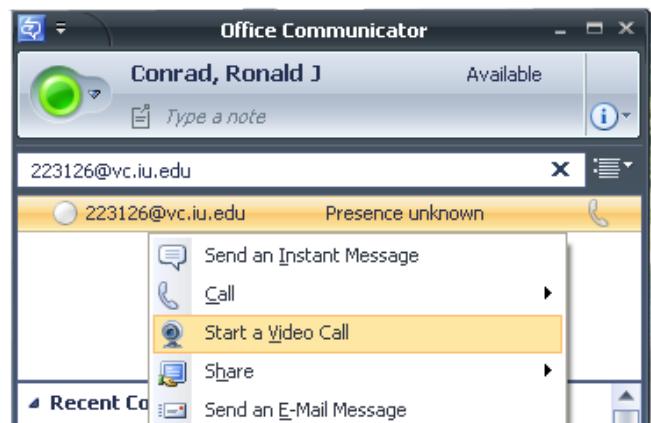
1. Enter Room name with @ extension (example: [bl-vpcpf-sb-112@vc.iu.edu](mailto:bl-vpcpf-sb-112@vc.iu.edu)) or the E.164 number (example [0018128557852@vc.iu.edu](mailto:0018128557852@vc.iu.edu))
2. Right click & “Start a video call”



*Note: If you are NOT using a Webcam, DO NOT USE this method. Use a Video Bridge instead (see below)*

## Office Communicator – Using a Video Bridge

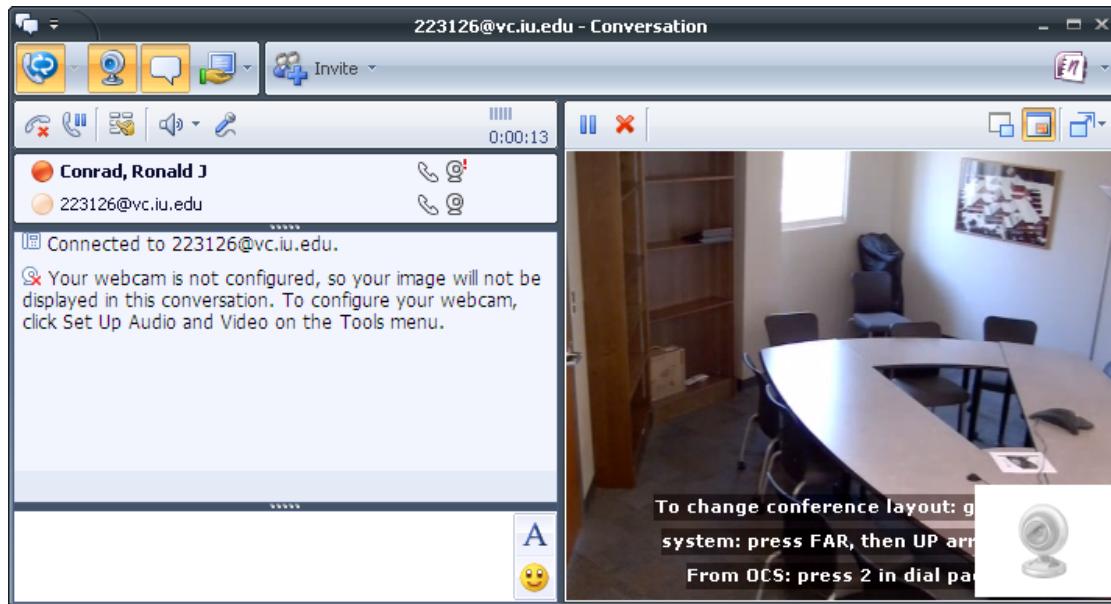
1. Enter Video Bridge Conference number with @ extension (example: 223126@vc.iu.edu)
2. Right click & “Start a video call”



3. If a PIN number has been set up for this Video Bridge conference, key that in with the Office Communicator Number Pad tool followed by the # sign.



If no PIN number is required, then you will be connected immediately.



For a complete list of Video Conference Rooms across the IU campus, navigate to

[http://www.indiana.edu/~video/vidcon/db\\_room.php](http://www.indiana.edu/~video/vidcon/db_room.php) using your Internet browser.

The screenshot shows a Mozilla Firefox window with the title bar "Digital Media Network Services - Mozilla Firefox". The address bar contains the URL "http://www.indiana.edu/~video/vidcon/db\_room.php". The page itself is titled "Video Infrastructure" and features a red header bar with the Indiana University logo and contact information: "812-856-2020" and "vicops@indiana.edu". Below the header is a search form for video conference rooms, with fields for Campus, Building, seat count, and various filter options like "Display Rooms with Installed PC Only" and "Display Rooms Open to All IU Affiliates Only". A large table below lists 228 room entries, each with a link to its details. The table columns include Location, Polycom Unit, Outlook Display Name, Seats, Open to, XGA Display Capability, and Installed PC. The table rows show various locations such as Classroom Medical Building, Engineering and Technology, Helmke Library, Kettler Hall, and Bryan Hall, along with their respective room numbers and configurations.

Location	Polycom Unit	Outlook Display Name	Seats	Open to	XGA Display Capability	Installed PC
IPFW :: Classroom Medical Building :: 303	Fw-cm-303		12	Private	Yes	No
IPFW :: Engineering and Technology :: 351	Fw-pt-351		12	All IU	No	No
IPFW :: Helmke Library :: 344	Fw-lb-344		8	All IU	No	No
IPFW :: Helmke Library :: B35	Fw-lb-b35		24	All IU	Yes	No
IPFW :: Helmke Library :: b35a	Fw-lb-b35a		2	Private	Yes	No
IPFW :: Kettler Hall :: 147	Fw-kt-147		12	Private	Yes	No
IPFW :: Kettler Hall :: 214	Fw-kt-214		0	All IU	No	No
IPFW :: Kettler Hall :: 227	Fw-kt-227		40	All IU	No	No
IPFW :: Kettler Hall :: G20	Fw-kt-q20		24	All IU	Yes	No
IPFW :: Kettler Hall :: G22	Fw-kt-q22		42	All IU	Yes	No
IPFW :: Kettler Hall :: portable	Fw-cs-portable		0	Private	No	No
IUB :: Alumni Assoc :: Alumni Assoc mobile	Bl-alumni-m1	IUAA IT Resources	1	All IU	No	No
IUB :: Ballantine Hall :: 843	Bl-bh-soc843		15	Private	Yes	Yes
IUB :: Ballantine Hall :: m2	bl-ceitie-m2		0	All IU	No	No
IUB :: Bryan Hall :: mobile	Bl-by-m1		1	All IU		
IUP :: Business Graduate & Executive Education Center :: 1008	Bl-bgec1008	bgec1008	60	Private		

## Questions & Answers:

**Question:** Can I join a video conference using Office Communicator outside the office?

**Answer:** Yes, but you will have to use a VPN connection to actually video conference.

Here is the actual reply I received:

**"OCS can video conference from off campus. You must be sure to use the VPN which should be explained in the KB document which told you how to use OCS from home."**

<http://kb.iu.edu/data/axbd.html> this link mentions using OCS from outside our domain. Although it says you don't need a VPN connection, the video technician told me that it was required if you wanted to join a video conference.

**Question:** during the demonstration, we had put a video call on hold by accident. How do we take it off hold, or if there is a second call, while one is on hold, how do you switch to that call, and back?

**Answer:** "**There is no hold button exactly. When a second call is initiated, the first call is placed on hold. This hold comes off when the second call hangs up. Hold is not really a function, it is more a way for not losing the first call if the second call comes in".**